



Town of Poetry, Texas

Minutes

Executive Session, Zoning Board of Adjustment Hearing, Workshop & Regular Town Council Meeting

Thursday, July 16, 2026

Poetry Town Hall

5671 County Road 323, Poetry Texas 75160

5:30pm



STATE OF TEXAS

COUNTIES OF KAUFMAN AND HUNT

TOWN OF POETRY, TEXAS

BE IT REMEMBERED THAT ON THIS DAY OF THE 16th of July 2026 at 5:30pm, the Town Council of Poetry, Texas, held an Executive Session, Zoning Board of Adjustment Hearing, Workshop, and Regular Town Council Meeting at Poetry Town Hall, 5671 County Road 323, Poetry, Texas 75160.

A. Call to Order

Mayor Mike Jaffe called the public meeting to order at 5:30pm. Roll call was taken by Deputy Secretary Lora Lehew. Present were: Mayor Mike Jaffe, Mayor Pro Tem Terry Fowler, Council Members: Tom Anderson, Dale Bryant, Tracie Hibbs, and Doug Kendrick. No Council Members were absent. The Deputy Secretary announced a quorum was present.

Pledge of Allegiance: Mayor Jaffe

Invocation: Mayor Jaffe

B. Executive Session

The Town Council convened in Executive Session pursuant to Texas Government Code, Section 551.074 (Personnel) to routinely evaluate the performance of the Town attorney and to discuss potential future changes to the membership of our Zoning Board of Adjustment.

The Council convened into Executive Session at 5:33pm.

The Executive Session concluded at 6:11pm.

No vote was taken during the Executive Session.

The Council reconvened and opened the Zoning Board of Adjustment Hearing at 6:12pm.

C. Zoning Board of Adjustment Hearing Agenda

1. The Mayor and the Zoning Board of Adjustments discussed and considered a preliminary replat of Hidden Oaks Estates, Lots 34 and 35. Councilmember Bryant checked this preliminary replat against the current Zoning Ordinance and deemed it to be in compliance with the current requirements of the Ordinance; however, if the final replat differs from this preliminary replat, the Council would have to reconsider any differences or a plat with any changes.

Citizens Speaking at the Zoning Board of Adjustment Hearing:

- None

Motion made by Councilmember Anderson to approve the preliminary replat on a conditional basis until receipt of the final replat Hidden Oaks Estates, Lots 34 and 35.

Motion seconded by: Councilmember Hibbs

All in Favor: Anderson, Bryant, Fowler, Hibbs, Kendrick

All Opposed: none

Abstain: none

Result: Passed 5-0

Mayor Jaffe closed the Zoning Board of Adjustments Hearing at 6:24pm.

Mayor Jaffe opened the Workshop at 6:25pm.

D. Workshop Agenda

1. The Mayor and Council discussed the proposed budget for the next fiscal year of October 1, 2026 - September 30, 2027. The discussion included adjusting the amounts of various line items, proposed expenses, and balancing the budget. There will be a public hearing in August with a proposed budget. The proposed budget, with the adjustments made at this meeting, will be placed on the Town's website before the public hearing in August. ***This was a discussion only. No vote was taken.***

Citizens Speaking on this Workshop item:

- None

Mayor Jaffe closed the Workshop at 6:47pm.

E. Items of Community Interest – 6:47pm

Pursuant to Section 551.0415 of the Texas Government Code, the Town Council may report on the following items: 1) expression of thanks, congratulations, or condolences; 2) information about holiday schedules; 3) recognition of individuals; 4) reminders upcoming Town Council events; 5) about community events, and 6) announcements involving an imminent threat to public health and safety.

1. The Mayor announced that the Poetry Community Picnic was a success. Thank you to Theresa Scholander, Debbie Emard, David Emard, and other organizers.
2. The Mayor announced that the Poetry Citizen's Survey is up and running, and there will be a Town Hall meeting on Tuesday, July 28, 2026 from 6:30pm-8:30pm at Poetry Community Christian School. Please go to the Town website for the link and for more information about the Town Hall meeting or the survey. Thank you to Chad McFarlane for assistance with the signage. It was reiterated by Councilmember Anderson that only Deputy Secretary Lora Lehew sees the individual results of the survey and that the Council is not involved with it or the counting or reviewing of results.
3. The Mayor extended a big thank you and appreciation to citizen Herbert Fletcher for donating his time and expertise in installing an after-hours drop box at Town Hall.
4. The Mayor thanked Hunt and Kaufman Counties for their continued help with the Town road maintenance through our interlocal agreements.
5. The Mayor announced there is a Kaufman County Gold Star Family Memorial Dedication Ceremony, Sunday, September 27, 2026 at 2:00pm. It will be held at the Kaufman County Veterans Memorial Park. For more information, please reach out to David and Debbie Emard, members of the Gold Star community who lost their son in service. The Mayor expressed gratitude and thanks to him as well as the Emard family. There will also be a link to this event on the Town's website.

F. Reports – 6:52pm

1. Financial Reports
 - a. P&L Budget vs Actual – June 2026
 - b. Account Quick Reports 6011, 6012, 6111, 6112 – June 2026
 - c. Bank Reconciliation Summary & Detail – June 2026
 - d. Bank Reconciliation Petty Cash – June 2026
 - e. Sales & Use Tax Report – June 2026
 - f. Hunt & Kaufman County Roads Escrow Reports – June 2026
2. Roads Maintenance Expenditures Report – July 2026. The Mayor noted that this is an evolving report. The report currently runs from July 2025-July 2026, and the Mayor is working on adding historical data as time allows. This new report will be provided to the Council every month.
3. Mayor and Councilmember Activity Updates:
 - The Mayor provided an update regarding the TDA grant. Based upon a review by

TDA, the Town had to switch from Project #1 to Project #3. Final approval from TDA on moving forward with Project #3 has not been received yet. The Mayor provided an update on upcoming road projects.

- Councilmember Bryant provided an update on the signage grant project and an update on the possible cost savings on removing the half-moons throughout the Town. Discussion was had to install some of the existing road signs the Town already has on various existing poles where the road signs are missing.
- The Mayor thanked Darius, the TxDOT engineer for Hunt County, for repaving and repainting FM 1565 and for mowing.

G. Consent Agenda – 7:05pm

Items on the Consent Agenda are considered routine, not likely to require discussion or deliberation and may be approved in a single motion. If discussion is desired, items may be removed from the Consent Agenda for individual discussion by any Councilmember prior to the motion and vote.

1. Approve Minutes – June 18, 2026, Workshop & Regular Town Council Meeting

Motion made by Councilmember Hibbs to approve the Minutes.

Motion seconded by: Councilmember Anderson

All in Favor: Anderson, Bryant, Fowler, Hibbs, Kendrick

All Opposed: none

Abstain: none

Result: Passed 5-0

H. Regular Agenda – 7:06pm

1. The Mayor summarized the two items discussed in Executive Session regarding the Town attorney and the Board of Adjustment. **No vote was taken.**

Citizens Speaking on this topic:

- None

2. Discussion was had by the Mayor and Council regarding amending the Master Fee Schedule Exhibit A relating to the Master Fee Schedule Ordinance adopted by the Council on June 18, 2026. A Resolution with a new Master Fee Schedule Exhibit A reflecting the change voted upon at this meeting will be introduced at the next Council meeting for consideration.

Citizens Speaking on this topic:

- David Emard, Poetry
- Tara Senkevech, Poetry
- Shelley Smith, Poetry

Motion made by Councilmember Bryant to change the fee for the ETJ Removal Petition to \$0.

Motion seconded by: Councilmember Kendrick

All in Favor: Bryant, Fowler, Hibbs, Kendrick

All Opposed: Anderson

Abstain: none

Result: Passed 4-1

3. The Mayor and Council discussed a proposal from Hayter Engineering to create a Scope of Work for an on-the-ground survey of the Town of Poetry at a cost not to exceed \$2,000 with up to two revisions. **No vote was taken.**

Citizens Speaking on this topic:

- Tara Senkevech, Poetry

Mayor Jaffe recessed for a break at 7:39pm.

Mayor Jaffe reconvened at 7:44pm.

4. The Mayor and Council discussed and took action relating to fees collected for ETJ Release Petitions dated prior to the passing of the Master Fee Schedule Ordinance dated June 18, 2026. On November 2, 2023, the Council discussed and voted to collect a \$125 fee for ETJ Release Petitions, but the Council did not properly and formally adopt a fee schedule through an Ordinance or Resolution to collect such fees. Mayor Pro Tem Fowler and Councilmember Hibbs recused themselves from this discussion due to having paid fees to the Town regarding this issue. They also submitted Conflict of Interest forms to the Town of Poetry Secretary's office, but did not waive any rights to potential refunds. The discussion centered on refunding the fees paid prior to the passage of the Master Fee Schedule Ordinance.

Citizens Speaking on this topic:

- David Emard, Poetry
- Shelley Smith, Poetry
- Tara Senkevech, Poetry

Motion made by Councilmember Anderson to refund all fees collected to date for the ETJ Release Petitions.

Motion seconded by: Councilmember Kendrick

All in Favor: Anderson, Bryant, Kendrick

All Opposed: none

Abstain: Fowler, Hibbs

Result: Passed 3-0

5. The Mayor discussed the timeframe and process needed to vote on the Ordinance required to order the Election on November 3, 2026 for the reauthorization of the sales and use tax. On the date of this meeting, the Council cannot vote on the Ordinance due to it not being in the specified timeframe allowed. There was no vote on this Ordinance, and the Mayor and Council will hold a Special Meeting on August 17, 2026 at 5:30pm to discuss and take action on the Ordinance to order the Election to reauthorize the sales and use tax. **No vote was taken.**

[Deputy Secretary's Note: Subsequent to this meeting, the date of the Special Meeting was changed to August 11, 2026 at 6:30pm.]

Citizens Speaking on this topic:

- Scott Lehew, Poetry

6. The Mayor and Council discussed and took action to add \$10,000 to Hunt County roads escrow. The money will cover the deficit and create a balance for other upcoming road work.

Citizens Speaking on this topic:

- None

Motion made by Mayor Pro Tem Fowler to approve adding \$10,000 to the Hunt County roads escrow account.

Motion seconded by: Councilmember Hibbs

All in Favor: Anderson, Bryant, Fowler, Hibbs, Kendrick

All Opposed: none

Abstain: none

Result: Passed 5-0

7. The Mayor and Council discussed and took action to add \$5,000 to Kaufman County roads escrow. The funds will cover the deficit in the current escrow account and create a balance for other upcoming road projects.

Citizens Speaking on this topic:

- None

Motion made by Councilmember Anderson to approve adding \$5,000 to the Kaufman County roads escrow account.

Motion seconded by: Councilmember Kendrick

All in Favor: Anderson, Bryant, Fowler, Hibbs, Kendrick

All Opposed: none

Abstain: none

Result: Passed 5-0

I. General Public Comments – 8:16pm

Comments are limited to three (3) minutes. If a translator is needed, the speaker may be given up to four (4) minutes. Sign up is required in advance either in-person prior to the start of the meeting or by emailing your comments to speak@poetrytexas.org at least 24 hours prior to the start of the meeting. The Texas Open Meetings Act restricts council members from discussing items not posted on the agenda. Action or responses to your remarks by council members (if not a posted agenda item) are limited to either a statement of fact or recitation of an existing policy or a proposal to place the subject on the agenda for a future meeting.

Citizens Speaking on General Public Comments:

- Scott Lehew, Poetry
- Shelley Smith, Poetry
- Tara Senkevech, Poetry

J. Adjournment

The Town Council meeting adjourned at 8:25pm.

I certify that the minutes of July 16, 2026 were voted and approved by the Council of the Town of Poetry on this 20th day of August, 2026.


Mike Jaffe, Mayor
Town of Poetry, Texas

ATTEST:


Lora Lehew, Deputy Secretary
Town of Poetry, Texas

